

# **Burton Hospitals NHS Foundation Trust**

## **Council of Governors**

### **RULES OF PROCEDURE**

#### **GENERAL NOTICE OF REGISTERABLE INTERESTS**

To comply with the requirements of the National Health Service Act 2006 and the Foundation Trust Standing Orders of the Practice and Procedure of the Council of Governors (Annex 6 to the Constitution) a register of the interests of the Governor's must be held by each NHS Foundation Trust.

#### **Declaration of Interest**

All Governors should declare relevant and material interests (Annex 6 paragraph 8 of the Constitution). Any Governors appointed or elected subsequently should do so on appointment or election.

**Interests that should be regarded as “relevant and material” and which, for the avoidance of doubt, should be included in the register are:**

- (a) Directorship, including Non-executive directorships held in private companies or Public Limited Companies (with the exception of those of dormant companies)
- (b) Ownership or part-ownership of private companies, business or consultancies likely or possibly seeking to do business with the NHS.
- (c) Employment with any private company, business or consultancy.
- (d) Significant share holdings (more than 5%) in organisations likely or possibly seeking to do business with the NHS.
- (e) A position of authority in a charity or voluntary organisation in the field of health and social care.
- (f) Any connection with a voluntary or other organisation contracting for NHS services.
- (g) Any connection with an organisation, entity or company considering entering into or having entered into a financial arrangement with the Trust, including but not limited to, lenders, or banks.

If Governors have any doubt about the relevance or materiality of an interest, this should be discussed with the Chairman or Company Secretary.

At the time the interests are declared, they will be recorded in the Council of Governor meeting minutes as appropriate and entered into a Register of Interests of Governors maintained by the Secretary.

Any changes in interest should be officially declared at the next governors meeting as appropriate following the change occurring.

**It is the obligation of the Governor to inform the Trust Secretary in writing within 7 days of becoming aware of the existence of a relevant or material interest.**

The Trust Secretary will amend the Register upon receipt within 3 working days.

Governor directorships of companies in 2(a) above or in companies likely or possibly seeking to do business with the NHS 2(b) and 2(d) above, will be published in the Trust's Annual Report. The information will be kept up to date for inclusion in succeeding Annual Reports.

During the course of a Governors meeting, if a conflict of interest is established, the Governor concerned shall, unless two thirds of those Governors present agree otherwise, withdraw from the meeting and play no part in the relevant discussion or decision.

For the avoidance of doubt, this includes voting on such an issue where a conflict is established. If there is a dispute as to whether a conflict of interest does exist, the majority will resolve the issue with the Chairman having the casting vote.

There is no requirement for the interests of Governors' spouses or partners to be declared. (Note however, that regulations require that the interest of Governors' spouses, if living together, in contracts should be declared).

### **Register of Interests**

- The details of Governors interests recorded in the Register will be kept up to date by means of a monthly review of the Register by the Company Secretary of the NHS Foundation Trust, during which any changes of interests declared during the preceding month will be incorporated.
- Subject to contrary regulations being passed, the Register will be available for inspection by the public free of charge. The Chairman will take reasonable steps to bring the existence of the Register to the attention of the local population and to publicise arrangements for viewing it. Copies or extracts of the Register will be provided to members of the NHS Foundation Trust free of charge and within a reasonable time period of the request.
- A reasonable charge may be imposed on non-members for copies or extracts of the Register

**Burton Hospitals NHS Foundation Trust**  
**Council of Governors**  
**REGISTER OF GOVERNOR INTERESTS**

**PART I      Nothing to Declare**

(PRINT NAME): .....

I have read and understood the guidance relating to Governors' interests and declare that I have no interests that could conflict with my role as a Governor.

Signed: .....

Date: .....

**PART II      Interests to Declare**

Organisation Name	
Address	
Nature of Business	
Description of Interest	
Start Date of Interest	
End Date of Interest	
Organisation Name	
Address	
Nature of Business	
Description of Interest	
Start Date of Interest	
End Date of Interest	
Organisation Name	
Address	
Nature of Business	
Description of Interest	
Start Date of Interest	
End Date of Interest	

I have read and understood the Rules of Procedure: Register of Governors Interests and I declare the above interests.

(PRINT NAME): .....

Signed:.....

Date: .....